**BYLAWS**

Sea Shell Searchers of Brazoria County

**I. Membership**

A. ***Classes of Membership***

1. Individual: any person who applies for and satisfies the requirements of membership
2. Family: all immediate family members who apply and satisfy the requirements of membership
3. Life Members: any individuals elected as such by the membership
4. Honorary Members: any one elected as such by the membership. This class is non-voting.

B.***Qualifications***

 As stated in the constitution, membership is open to everyone. The process of becoming a member requires filling out the membership form and paying the appropriate fees.

C. ***Dues***

 The dues schedule is to be set by the Board of Officers with the approval of the club membership.

D. ***Voting Rights***

 Any adult member (18 years or older) whose name appears on the official club roster shall be entitled to cast a vote in a general membership vote.

**II. Duties of Officers**

A. ***President***

The President shall preside over all meetings of the club and the Board of Officers. The President shall appoint all committee chair persons and will be an ex-facto member of each committee formed. The President shall perform all other duties that pertain to the office of President.

B. ***Vice President***

The Vice President, in the absence of the President, shall preside at all meetings of the club and Board of Officers. The Vice President shall perform all other duties that pertain to the office of Vice President. The Vice President shall plan and acquire programs for the club.

C. ***Secretary***

The Secretary shall record accurate minutes of the membership and Board of Officers meetings. The Secretary shall maintain the club’s permanent records and prepare the club’s newsletter. The Secretary shall be the club’s official correspondent.

D. ***Treasurer***

The Treasurer shall be responsible for all funds and securities of the club. The Treasurer will be responsible for collecting dues and providing a membership roster to the Secretary. The Treasurer shall deposit all monies, make all authorized payments, and keep all financial records of the club. The Treasurer shall prepare and adhere to an approved budget and prepare a final audit report at the end of the year to be placed in the club’s permanent records. The Treasurer will be responsible for submitting corporation papers to the state of Texas.

E. ***Board of Officers***

 The Board of Officers shall consist of the four elected officers.

**III. Election of Officers**

A. ***Election Process***

* Elections for new club officers will be held at a regularly scheduled designated membership meeting.
* The President shall appoint a Nominating Committee.
* The Nominating Committee shall be comprised of club members. They shall propose a slate of candidates for the annual election of officers.
* The Nominating Committee shall present a slate of nominations 1 month prior to the designated election meeting.
* Nominations will be accepted from the floor the day of elections.

B. ***Term of Office***

 The term of office shall be from September 1 to August 31, or until replaced.

C. ***Vacancies***

 Vacancies of any officer’s position may be filled by election from the floor at the next regularly scheduled meeting.

**IV. Meetings**

A. ***Schedule***

* Regular membership meetings shall be held monthly unless canceled by previous actions of the club.
* If regular meetings are not held during the year, two constitutionally required meetings shall be scheduled in May and November.
* Board of Officers meetings shall be held periodically to conduct the business of the club. The actions taken by the Board of Officers shall be reported to the membership at the next regularly scheduled general membership meeting.

B. ***Quorum***

* Members present and voting shall be considered a quorum at a regularly scheduled meeting of the club.
* Three officers shall be required to establish a quorum at a Board of Officers meeting.

C. ***Rules of Order***

 Meetings shall be conducted in accordance with good parliamentary practice. Robert’s Rules of Order shall settle all questions not covered by the Constitution or Bylaws.

**V. Committees**

* Committees may be formed as dictated by the club or appointed by the President, who will appoint the Committee Chair.
* Unless previously appointed, each committee chair may recruit as many club members as needed to conduct committee business.
* The committee will submit a plan and budget for its purpose and abide by that budget.

**VI. Fiscal Policy**

* The fiscal year of the club shall run from September 1 to August 31 of the following year.
* The Treasurer, President and Vice President may be qualified as signatures for the club’s monies.
* An annual budget shall be prepared and approved by the club membership.
* The Board of Officers shall have a $250 limit on fiscal decisions reached by the Board. Fiscal decisions for more than $250 require membership approval.
* All committees and special projects shall have their budget approved. All committees and special projects shall prepare a closing report.

**VII. Amendments to Bylaws**

 The Bylaws shall be amended by a two-thirds majority vote of the members present and voting. Notice of proposed changes shall be given to members at least one week preceding the meeting at which changes will be considered.

**VIII. Dissolution**

 If the club is dissolved, all remaining assets of the club after its debts are paid shall be donated to the Brazosport Museum of Natural Science.

Bylaws amended May 6, 2003

Bylaws amended November 4, 2003

Bylaws amended January 2, 2018

Bylaws amended February 4, 2023